CATASAUQUA AREA SCHOOL DISTRICT

Support Staff *No Benefits*

Student Support Aide

Assignment: Building Specific
Department: Building Level
Reports to: Building Principal

Position Definition: The Student Support Aide is a 185-day, year-to-year position that directly reports to the Building Principal. His/her main responsibility is to provide medical, health assistance, and support to designated special education students who require medical/mental health assistance to remain in the least restrictive environment. His/her duties include, but are not limited to, the following:

Essential Duties and Responsibilities

- ► Assist the student to use equipment.
- ► Assist the student to use and maintain augmentative communication devices.
- ► Assist the student to ambulate, position, and transfer.
- ► Range of motion and other exercises.
- ► Activities of daily living such as eating, grooming, bathing, toileting, etc.
- ► Monitoring the incidence and prevalence of designated health problems or medical conditions, *e.g.*, seizure precautions or extreme lethargy.
- ► Hands-on assistance, cueing, or supervision of medical/mental health-related services provided by the Student Support Aide under the direct (on-site) supervision of the professional nurse. Delegated activities may include catherizations, suctioning, oxygen administration, and tube feedings.
- ► Observing and intervening to redirect inappropriate behavior.
- ► Assist, monitor, and guide the student to pay attention, participate in activities, and complete tasks.
- ► Accompany students on school buses or other vehicles. A Student Support Aide's presence is necessary because of a student's physical disability or mental health disability.
- ► Consulting with other SBAP service providers, teachers, and the family concerning the student's medical/mental health status and any perceived problems.
- ► Responsible to complete daily and weekly encounter log.
- ► Perform any other duties and/or responsibilities assigned by supervisor.

Qualifications

Education/Experience

- ♦ Current Certification in CPR and First Aid –These Certifications must be maintained during employment. High School Diploma or General Equivalency Diploma (GED); experience providing support for students with educational needs. Individual must possess a valid Pennsylvania driver's license at time of hire.

Reasoning Ability

- ♦ Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- ♦ Ability to read and interpret documents such as guidelines, safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 80 pounds in assisting the student to ambulate, position and transfer. The employee is regularly required to use the phone, FAX, a computer, and document imaging equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.